



Standard Operating Guidelines
Section 80.0

SECTION:		GUIDELINE:	
80.0		Accountability	
EFFECTIVE DATE:	LAST REVISION	AUTHOR:	PAGES:
07/05/2017		Chief Wendt	2

Accountability

The purpose of this guideline is to provide for the tracking and inventory of all members operating at an emergency incident. It is the responsibility of all fire chiefs and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

Incident Commander

The incident commander shall be responsible for overall personnel accountability for the incident. The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident.

The incident commander shall initiate an accountability system at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)

The incident commander shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.

Where an accountability officer has been appointed, it shall be the responsibility of the accountability officer to ensure the accountability of all personnel and to initiate the accountability system. The accountability officer shall be responsible for collecting the firefighter accountability tags, and logging the appropriate names of personnel on the accountability board.

Firefighter

There shall be two levels of firefighter accountability, Level I and Level II. They shall consist of the following:

Level I

The firefighter accountability system shall be initiated at all incidents. Each firefighter shall be provided with a firefighter accountability tag. Each position on all apparatus shall be equipped with a firefighter accountability tag board. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and place it on the appropriate position board.

Level II

Each apparatus shall be equipped with a firefighter accountability tag collection point. At emergency incidents, which have advanced beyond the incipient stage, it shall be the responsibility, as time allows, of the unit officer to collect the firefighter accountability tags from the boards and place them at the accountability tag collection point.

Personnel Accountability Report (PAR)

It is recommended that the officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations. A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to insure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the incident commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

